



The Town of Leesburg
DEPARTMENT OF PLANNING, ZONING AND DEVELOPMENT

BOUNDARY LINE ADJUSTMENT CHECKLIST		LMIS #
Project Name		Submission #
Reviewed By	Reviewer Phone #	Reviewer E-mail Address
Plat Dated	Plat Received	Plat Review Completed
PIN #		

Description	OK	No	Not Applicable	Comments
<u>Application Filing Information</u>				
Completed land development application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
3 copies of plat by VA certified surveyor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Fee(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Delinquent taxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Referrals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>General Information</u>				
Title block including proposed development name, town, county, & state	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Name and address of owner(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Professional preparing the plan; name, address - signature and date on seal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Tax map / parcel number & PIN number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Date plat was drawn and date of any revision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Vicinity map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Current zoning, including any associated proffers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Proof of any approved special exceptions, variances or waivers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Reference	Description	OK	No	Not Applicable	Comments
	Identify the proposed uses associated with the area being adjusted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Proposed public dedication area; outlines, dimensions and purposes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Statement regarding the removal of obstructions in easements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Notarized owners certificate stating that the boundary line adjustment between adjacent parcels is with free consent and in accordance with the desires of the undersigned owners, proprietors, and trustees pursuant to § 15.2-2264 of the VA State Code.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Surveyor's Certificate pursuant to § 15.2-2262 of the VA State Code.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Signature line for Zoning Administrator stating: "The adjusted lots conform to the requirements of the Town of Leesburg Zoning Ordinance."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Signature line for Land Development Official stating: "The adjusted lots conform to § 13-55.3 of the Town of Leesburg Subdivision and Land Development Regulations."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>Project Tabulations</u>					
	Area of existing properties – stippled lettering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Area of proposed properties – solid lettering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Data for all curves – radius, arc, tangent, chord	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>Existing Site Conditions</u>					
	Are the existing lots legal lots of record ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Boundary survey prepared by VA Certified Land Surveyor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Easements: boundaries, purposes and widths, and also names of holders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Zoning district and corporate limit boundaries (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Reference	Description	OK	No	Not Applicable	Comments
	Survey monuments, lot corners, block markers and benchmarks, and description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Accurate location of existing buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Existing driveways and access points;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Private streets including public and/or emergency vehicle ingress-egress easements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Location and name of existing and recorded streets that adjoin the property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Location of FEMA 100-year floodplain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Adjoining property; names of recorded subdivision and lot # and/or owners of record	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Adjoining property; existing use(s) and current zoning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>Proposed Site Conditions</u>					
	Adjustment does not create additional lot(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Adjustment does not result in the entire relocation of lots.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Adjustment does not create a nonconforming lot or render an existing nonconforming lot more nonconforming.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Adjustment does not deprive any parcel of access or utilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Adjustment does not diminish or impair drainage, water and/or sewer service, access or easement for vehicles, utilities, and fire protection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>Graphic Requirements</u>					
	Clearly and legibly drawn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	Scale no more than 25' to the 1" or a scale agreed to by the Town	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	North arrow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	18" by 24" in size (or a size agreed to by Town)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Reference	Description	OK	No	Not Applicable	Comments
	Clearly marked Boundary Line Adjustment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
	If more than one sheet is needed, the relationship shall be depicted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
	Dimensions of all lots in feet to closest one hundredth of a foot; all bearings in degrees, minutes and nearest ten seconds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
	Old property lines shown as dashed lines labeled "Old Property Line Hereby Deleted" and new property lines shown as bold lines labeled "New Property Line Hereby Created".	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
<u>Other Information</u>					
	A deed describing the proposed boundary line adjustment (not necessary if under single ownership).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
	Deed of dedication with plan and/or deed of easement with plat for all ROW, easements, or other properties to be conveyed to Leesburg (if necessary)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>
	Covenants, restrictions that will run with the land	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<hr/>

Comments